



Human Resources

DATE POSTED: **June 16, 2006**

REQ. # 06-160

NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER
2300 Virginia Avenue Fort Pierce, FL 34982 – 5652
Telephone (772) 462-1546 Jobline (772) 462-1967
<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **06-16-2006** TO **06-22-2006**,
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES

POSITION AVAILABLE
COMMUNITY SERVICES TECHNICIAN II

OF OPENINGS
1

STARTING SALARY
\$13.38 / HOUR

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 699
PAY GRADE 15
SALARY: \$13.38 - \$20.59
COMMUNITY SERVICES TECHNICIAN II

MAJOR FUNCTION: This is a professional social worker in the Community Services Department.

NATURE OF WORK: Employees in this class perform highly independent field work at a comparable level. Work is performed within established rules and policies and includes a high degree of public contact.

Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION: **Knowledge:** Knowledge of the principles and practices of Community Services provision including recognized casework methods and techniques. Knowledge of the applicable laws, rules and regulations relating to the providing of public assistance and medical care. Knowledge of the statutory requirements as they pertain to categorical programs.

Abilities: Ability to receive the applicants with poise, tact, patience and courtesy. Ability to operate standard office machines. Ability to conduct correspondence and to prepare and submit comprehensive reports. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Provides counseling sessions for clients in health, career employment, education, life planning to encourage and enhance self sufficiency. Establishes and maintains contacts with available private and public assistance agencies and medical providers. Conducts special projects, studies and surveys and may speak to various groups on social welfare programs. Maintains accurate records, prepares reports and may perform social work duties as required. Performs specialized casework services directed towards the returning of welfare recipients to self support and self-care. Assists eligible clients in applying for benefits and monitors the progress of their applications and appeals. Participates in the screening of applicant's requiring services at an out-of-county medical facility. Acts in a liaison capacity with medical providers interpreting social service programs. Attends periodic staff conferences. Prepares reports and correspondence on assigned cases and maintains appropriate records. Advises applicants on a wide variety of problems in conjunction with available services. Performs related work as assigned or required.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing is essential.

ENVIRONMENTAL CONDITION REQUIREMENTS: Predominately works inside the office in a sedentary posture. May be required to conduct interview at the applicant's home, jail or medical facility.

WORK HAZARDS: None (Threat of physical violence from the impaired and/or substance abusing individual?)

SAFETY EQUIPMENT USED OR NEEDED: None

EDUCATION: Graduation from an accredited University with a Bachelors degree in Social Work, Psychology, Sociology or related social science and four (4) years experience in social casework or related field; or an equivalent combination of education, training and experience. Masters Degree preferred.

EXPERIENCE: Three (3) years experience in social service programs.

LICENSE, CERTIFICATION, OR REGISTRATION: Possession and maintenance of a valid Florida Driver's License with appropriate license.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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